

File No. 71-12/2021-22/APAR  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 28.03.2022

**Office Memorandum**

**Subject: Auto-forwarding of APARs from the assessment year 2021-22**

This refers DoT OM No. 100-20/2017-STG-I dated 27.03.2017 (enclosed) regarding implementation of online recoding of Performance Appraisal Reports (PARs) for ITS officers vide which SPARROW was adopted for ITS Group 'A' officers from the year 2016-17 onwards and Manual/ instructions were issued to the individual Officers and Nodal Officers. SPARROW system has further been extended to TES Group 'B' officers from the year 2019-20 onwards.

2. Though the time-limit for completion of e-APAR cycle, i.e., 31<sup>st</sup> December of the assessment year in which the assessment year ends, is being followed in sacrosanct manner, the timelines laid down in General Guidelines for recording of APARs by the Reporting, Reviewing and Accepting authorities were not being adhered to strictly.

3. To ensure time-bound recording of APARs, provision for auto-forwarding of APARs from one stage to the next stage after the specified due date is, therefore, being introduced from the assessment year 2021-22 in SPARROW. Henceforth, APARs will automatically move forward from the account of Officer Reported upon (ORU) to the Reporting authority and thereafter to the next authority on the specified due date even if the APAR is not recorded/ reviewed/ accepted by the concerned authority.

4. Kind attention is also drawn to DoPT OM No. 35014/4/83-Estt.A dated 23rd Sept, 1985. It is reiterated that *any failure on the part of the Reporting/ Reviewing Officers to comply the time-schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the Reporting/ Reviewing Officers can issue a written warning for the delay in completing the APARs and place the warning in the APAR dossier of the Reporting/ Reviewing Officers concerned and if no self-appraisal is received by the stipulated date, the reporting officer can proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.*

5. All concerned are therefore requested to make a note regarding auto-forwarding of APARs from this assessment year i.e. 2021-22 onwards & ensure for writing/ reporting/ reviewing/ accepting as per the timelines (enclosed) or specified from time to time.

*Mukesh Meena*  
*28/3/22*  
(Mukesh Meena)  
Director (Staff-III)

Enclosure: As Above.

To

1. All ITS Group A and TES Group B officers for compliance
2. All Nodal officers of SPARROW for necessary action
3. Director (IT-II), DoT HQ - For Coordinating with NIC backend team for activating auto-forwarding feature in e-SPARROW system for ITS Group 'A' and TES Group 'B' officers from the year 2021-22 onwards.

Copy to:

1. PPS to Hon'ble MoC/ Hon'ble MoSC;
2. PPS to Secretary (T);
3. Member (S)/ Member (T)/ Member (F)/ DG Telecom;
4. Advisor (O)/ Advisor (T)/ Advisor (F)/ AS (T)/ Admn (USOF);
5. CMD BSNL/ MTNL/ BBNL/ TCIL;
6. CVO, DoT HQs;
7. All Heads of LSAs;
8. DG (NTIPRIT)/ Sr DDG (TEC)/ Sr DDG (NCCS)/ SrDDG (SU);
9. JS(T)/ JS(A)/ All DDsG, DoT HQs
10. US (SNG), DoT HQs

*Hitesh*  
*28/3/2022*  
Hitesh  
ADG (APAR)

S/C

No. 100-20/ 2017-STG-1  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashok Road  
New Delhi-110 001

New Delhi Dated the 27<sup>th</sup> March, 2017.

**OFFICE MEMORANDUM**

**Subject: Implementation of online recording of Performance Appraisal Reports(PARs) for ITS officers w.e.f 2016-2017**

As per extant guidelines of DoP&T , Government of India, I have been directed to inform that the competent authority has decided to implement online e-APAR system for all ITS officers (and other Group A services), using NIC developed software, 'SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW' (SPARROW) w.e.f 2016-17. Therefore, all the APARs for period ending on 31<sup>st</sup> March'17 will be required to be now filled in online mode.

2. The online electronic APAR system will improve transparency and streamline the filling, reporting of entries, record keeping and easy retrieval. Following key benefits are expected:
  - i) More probity and transparency in recording of PARs
  - ii) No loss of PARs in transition
  - iii) Better monitoring and timely completion
  - iv) Easy and immediate access to the dossiers by unauthorized users
3. The list of nodal officers responsible for management of Employee data and PAR along-with their jurisdiction details has been issued vide letter of even number dated March 3, 2017. The individual officer may contact their nodal officer in case of any questions/clarifications.
4. The list of URLs (web links) containing various details for smooth implementation of SPARROW system for ITS officers is as follows:

Sl.	URL	Details
1.	<a href="https://sparrow-dot.office.gov.in">https://sparrow-dot.office.gov.in</a>	SPARROW Portal of DoT for recording online PARs
2.	<a href="http://dot.gov.in/circular-and-notifications/2323">http://dot.gov.in/circular-and-notifications/2323</a>	Manuals and instructions issued by IT Division, DoT HQ in respect of implementation of SPARROW
3.	<a href="http://dot.gov.in/circular-and-notifications/2330">http://dot.gov.in/circular-and-notifications/2330</a>	Instructions issued to officers and Nodal Officers in respect of implementation of SPARROW for ITS.

5. All the officers are requested to acquaint themselves with online APAR systems to avoid any last minute hiccups. Following step by step activities are envisioned:

a) Nodal officer will seek leave/Training period details of every officer under their organization by 31<sup>st</sup> March'17. The individual officer should fill their personal details and leave records as per Annex 1 attached and send the self-certified scanned copy to their nodal officers at the earliest.

b) As administrator, the nodal officer will create the online APAR and push the APAR Performa to the individual officers by first/ second week of April 2017.

c) The individual officers will fill in the self appraisal latest by third/ fourth week of April, 2017. The actual dates(s) will be informed separately.

6. Pre-requisites for working on sparrow system are:

a) All officers are required to have the name based email id [Domain: @nic.in or @gov.in] and AADHAAR no. as well as their mobile no. should be updated in AADHAAR database to receive One-time password (OTP) for eSign.

b) Access to scanners for scanning of manual PAR, wherever required for Role Admins, i.e. PAR Custodian.

7. In view of the above, all ITS officers are requested to kindly go through the instructions and manuals available at above indicated URLs and prepare themselves for completing the online PARs w.e.f 2016-17 in online mode through SPARROW system.

*Anil Kumar*  
27.3.2017

Anil Kumar  
Director (Staff)

To,

PPS to Secretary (T)

PPS to Member (S), PPS to Member (T)

PPS to Additional Secretary (T),

All Sr. DDG's in DOT Hq, USO Administrator, CVO DOT, All DDGs in DOT Hq

CMD (BSNL), CMD (MTNL), CMD (TCIL), CMD (BBNL)

Sr. DDG (TEC), Sr. DDG/ DDG All TERM and other Field Units of DOT.

All Nodal Officers - Vide letter of even no. Dated March 3, 2017 : For information and necessary action

All ITS Officers in DOT / BSNL/ MTNL or on Deputation – Through email : For information and necessary action.

DOT Website

Spare Copy

File No. 71-12/2021-22/APAR-Part(1)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

**Time Bound**

Dated: - 28.03.2022

**Office Memorandum**

**Subject:- Online generation and recording of Annual Performance Appraisal Report (APAR) on SPARROW Portal for all ITS Group 'A' and TES Group 'B' officers for the Reporting Year 2021-22-reg**

Online recording of APAR through SPARROW Portal has been introduced by DoT in respect of officers of ITS Group 'A' and TES Group 'B' Cadre. In this system, the creation of e-APAR form requires details of the Officer Reported Upon, his/her Reporting Authority and his/her Reviewing Authority. Therefore, all the officers of ITS Group 'A' and TES Group 'B' are requested to provide their complete details/information along with their Reporting and Reviewing authority in the prescribed format (enclosed as Annexure- I) for the creation of their e-APAR for the year 2021-22 in SPARROW system to their respective nodal officer immediately.

2. It has been aimed at 100% APAR to filled in online mode only i.e. through SPARROW portal except for the officers posted in Cabinet Secretariat. All officers are, therefore, requested to ensure that:-

i. Their data is duly mapped in SPARROW portal and their SPARROW Account is fully functional at all times;

ii. Their complete details in prescribed format (with all supporting documents/orders) are sent to respective 'Nodal officer/ PAR Custodian' in prescribed format i.e Annexure-II for generation of e-APAR for the reporting year 2021-22 latest by 31-03-2022. This is prerequisite for timely generation of e-APAR in SPARROW system.

3. Time schedule for generation and recording of APAR (enclosed as Annexure- I) is enclosed. It is requested to bring the same to the notice of all concerned for strict adherence to the prescribed timelines for writing of APAR to ensure that APAR process is completed in a time bound manner.

*Hitesh*  
*28/3/2022*

Hitesh

ADG (APAR)

Tel No. 23036850

To,

1. All ITS Group 'A' and TES Group 'B' (AD/SDE/JTO)- For necessary action.
2. All Nodal officers of SPARROW- For ensuring 100 percent filling of APARs on SPARROW portal.

## Time Schedule for preparation / completion of APAR

(Reporting Year 2021-2022)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned officers.	31 <sup>st</sup> March, 2022
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	15 <sup>th</sup> April, 2022
3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> June, 2022
4.	Report to be completed by Reviewing Officer & to be sent to Administration or CR section or Accepting Authority, wherever provided.	31 <sup>st</sup> July, 2022
5.	Appraisal by Accepting Authority, wherever provided.	31 <sup>st</sup> August, 2022
6.	(a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is Accepting Authority.	1 <sup>st</sup> September, 2022 15 <sup>th</sup> September, 2022
7.	Receipt of Representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representation to the Competent Authority (a) where there is no Accepting Authority for APAR; (b) where there is Accepting Authority for APAR.	21 <sup>st</sup> September, 2022 06 <sup>th</sup> October, 2022
9.	Disposal of representation by the Competent Authority.	Within one month from the date of receipt of representation
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell.	15 <sup>th</sup> November, 2022
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November, 2022

**Annexure-II**

- A. Report for the year:  
 B. Period of Report (From & To in DD/MM/YYYY):  
 C. eAPAR Part No. (If "Period of Report" is less than a year):

1	Name of the Officer				
2	Date of Birth (DD/MM/YYYY)				
2	SPARROW Employee Code (Refer item b of Instructions)				
3	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
4	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
5	<b>Reporting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
6	<b>Reviewing officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
7	<b>Accepting officer</b> during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system) (For ITS Officers posted as CVO only)	Is accepting officer part of any SPARROW system of GoI (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
8	Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be				
	Absence category	Period From	Period To	Type	Remarks

**Self Certification:** Certified that the information provided above is true and correct to the best of my knowledge.

Signature:  
 Name:  
 Mobile No.: